

POSITION DESCRIPTION



JOB OUTLINE

POSITION TITLE Works Supervisor	DIVISION/GROUP Technical Services	DELEGATED AUTHORITY Nil	AUTHORISED BY Chief Executive Officer DATE: 13/9/18
REPORTS TO Executive Manager Technical Services	POSITIONS REPORTING TO THIS ONE Works Co-ordinator, Team Leader, Works Crew	SPECIAL CONDITIONS) Nil.	

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ROLE RESPONSIBILITIES	WHAT SUCCESS WILL LOOK LIKE (Broad)
<ul style="list-style-type: none"> J Oversee and assist with the Construction and maintenance schedules and plans of all capital and operational infrastructure networks throughout the Shire, including but not limited to roads, pavements, drainage, culverts, airport, waste management, parks and gardens; J Oversee and assist the development and application of current OSH requirements within the Works Team J Oversee and assist the mechanical repairs and maintenance on all Shire Plant and Equipment J Assist with the contract management and Oversee the quality control of current Shire Contracts including Road Construction and Maintenance Grading Contracts, and WANDRRA Flood Claims as required J Assist with the preparation of Road funding applications, ensuring that the applications are supported by current Road Counters, and Road safety audits where required J Assist and prepare road tenders, road closures, road clearing and gravel permits to the appropriate authorities J Assist and prepare applications to Main Roads with regards to the RAV and Heavy Vehicles Schemes J Assist with the purchasing of new plant and oversee maintenance of all new and existing plant and equipment J Assist and prepare where required by the Executive Manager Technical Services Tenders and Requests for Quotes relating to infrastructure projects or services in accordance with legislative requirements; J Other duties as directed. 	<ul style="list-style-type: none"> J The work schedules for the Works Crew will be clearly outlined and followed to ensure that the town of Wiluna is clean, tidy and green J The rubbish tip will be covered up as required by the Department of Health, and Waste Management Act J The cemeteries will be tidy with plots clearly marked, and provision for new grave sites J Asset renewal projects will be identified in order of priority and costings submitted prior to the development of the annual budget J All JSA/SWIM's must be reviewed and amended as required on a monthly basis, with regular safety tool boxes held and recorded on site J Ensure all Machinery is "fit for purpose" and maintained on a regular basis, this will require a hands on manager with extensive experience in the operation and servicing of machinery and plant. J Regular Road Inspections are to be conducted and recorded on all road works completed in the Shire of Wiluna J Regular meetings are to be held with the Shire's subcontractors to address any performance/quality issues J Ensure Road Counters are installed year round and regularly checked and data downloaded to support funding applications, and collect information on road users. Ensure funding submissions are submitted on time, and works are completed on time J All gravel pits, water sources are to be identified, location recorded, and gravel type, water flow registered with the appropriate authorities. Clearing permits will be submitted prior to road works starting. Where water/gravel pits are located on pastoral land you will need to assist the Executive Manager Technical Services to develop a Use agreement with the land holders J Review and prepare Road user permits, and assist the Executive Manager Technical Services to develop Road Access Maintenance Deeds J Sound advice will be given on road construction techniques with regards to Infrastructure projects for budgets, designs and tender documents J Sound Technical will be given to assist advice with the annual budget, forward capital works plan, and other strategic documents as required J Provide quotes and advice on plant and equipment to be purchased which is 'Fit for Purpose' and appropriate for use within the Shire of Wiluna within the budget constraints.

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OBJECTIVES

- ） Promote and model professional behaviour consistent with the Shire’s Code of Conduct, and organisational values;
- ） Lead, coach, develop and performance manage a multi-disciplined team of staff and volunteers;
- ） Develop work programs to ensure the works crew operations are completed within a timely manner
- ） Oversee the Shire’s contracts to ensure quality of products, services and value for money

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Employee	Manager	CEO
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KEY ACCOUNTABILITIES

Key Accountability	Weighting (%)	Key Performance Indicators/Standards/Targets	Measures
Performance	30%	<ul style="list-style-type: none">)] Ensure work programs are carried out in accordance with OSH and work schedules)] Identify develop and carry out asset renewal projects on Shire Infrastructure)] Deliver all Road Construction Contracts in the time frames required)] Ensure all Contractors are Performance monitored within the terms of the contract)] Ensure all Shire Plant is well maintained and serviced)] Ensure all work sites are left clean and tidy)] Ensure the Shire's road networks and infrastructure are safe for public road use 	<ul style="list-style-type: none">)] The works crew are able to complete their duties in the time allocated to them safely)] All projects completed on time and within budget, and weekly updates given to the Executive Manager Technical Services)] Regular inspections of contractors works, plant and equipment, also ensuring gravel pits are rehabilitated)] Compaction Testing and spirit levels to ensure quality of road works built to specifications)] Regular inspections or roads for missing signs and guide posts)] Regular inspections of road counters, and new installations)] Less complaints from the public on hazards and lack of signs Shire's Road Network
Teamwork	20%	<ul style="list-style-type: none">)] Work collaboratively with other Shire staff, and encourage the town crew to work smarter not harder)] Maintain a willingness to work with others in a productive and meaningful manner. 	<ul style="list-style-type: none">)] Make sure staff have the equipment they need to complete a task)] Contribute to staff meetings and listen to new ideas, and provide new ideas)] Adhere to the Shire's Code of Conduct

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**Shire OF
Wiluna**



KEY ACCOUNTABILITIES

Service Delivery	30%	<ul style="list-style-type: none">) Lead by example) Be proactive rather than Reactive) Be seen around Wiluna as positive contributor to the community) Keep the town tidy and the streets clean, includes rubbish tip, cemeteries, and tourist areas 	<ul style="list-style-type: none">) Don't ask anyone to complete a task that you wouldn't do yourself.) Work alongside your team not above them) Make sure staff understand your instructions) Ensure work programmes cover all works required, including slashing, floodway maintenance, verge clearing, and regular emptying of rubbish bins from tourist sights) Organise car removals and curb side pick ups in addition to the Rubbish Run) Plan well ahead for special events when additional resources are required
Compliance	20%	<ul style="list-style-type: none">) Ensure all necessary permits are applied for and approved for the purposes of road construction materials) Ensure all Contractors adhere to the Code of Conduct and comply with OSH practices 	<ul style="list-style-type: none">) Identify all gravel pits and water sources to make permit applications) Identify any clearing requirements and make permit applications) Regular inspections of contractors works, plant and equipment

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TECHNICAL /FUNCTIONAL REQUIREMENTS

(Selection Criteria)



QUALIFICATIONS/CERTIFICATES	TECHNICAL AND SPECIALIST SKILLS/ KNOWLEDGE/EXPERIENCE	CONTACTS/WORKING RELATIONSHIPS
<p>Required:</p> <ul style="list-style-type: none">)] Relevant Experience.)] Police Clearance.)] Medical Certificate)] HC class drivers license <p>Desirable:</p> <ul style="list-style-type: none">)] Membership or eligibility for membership of the Institution of Engineers Australia.)] First aid certificate or the ability to obtain one)] Knowledge of indigenous culture. 	<p>Required:</p> <ul style="list-style-type: none">)] Knowledge of road construction.)] Ability to follow directions and meet deadlines.)] Ability to work in a team environment.)] Well-developed interpersonal skills)] Practical experience in relation to civil construction practices)] Practical operation and knowledge of road construction machinery)] Practical knowledge of trades skills and the mechanical ability to repair service road plant)] Proven experience in the development of schedules and plans in relation to operational documents.)] Project Management experience including the ability to research, develop, implement and evaluate programmes. Manage concurrent and time constrained projects within budget;)] Demonstrated human resource management skills, with a strong understanding of current OSH practices.)] Ability to train 	<ul style="list-style-type: none">)] Shire Staff and Contractors)] Government agencies)] Consultants)] Residents and Ratepayers)] Key stakeholders)] MWRA

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BEHAVIOURAL COMPETENCIES

BEHAVIOURAL COMPETENCIES	REQUIRED (yes/no)	PRIORITY (H,M,L)	WEIGHTING
Conceptual Thinking – Considers how things fit together. Sees patterns or trends, makes the complex simple.	Y	M	
Acting Decisively - Takes action despite obstacles. Makes decisions quickly and in a crisis.	Y	H	10
Strategic Orientation – Understands, contributes to and aligns work/priorities to strategic business strategies.	Y	H	5
Focus on Improvement – Sets and works to meet stretching goals. Makes improvements to systems and own work methods.	Y	H	10
Impact and Influence – Knows own impact and able to persuade others and build alliances.	Y	M	5
Customer Service Orientation - Takes personal responsibility for customer satisfaction. Addresses customer needs.	Y	M	10
Leadership – Promotes team effectiveness. Facilitates involvement, removes roadblocks and shares a compelling vision.	Y	M	10
Developing and Coaching Others – Gives guidance and feedback. Creates development opportunities and helps others to grow and develop.	Y	M	10
Self-Management – Knows own reactions and feelings, able to respond calmly and manage stress effectively, operates with honesty and integrity.	Y	H	10
Teamwork and Co-operation – Co-operates and participates positively in the team. Values and encourages others input.	Y	H	20
Commercial Acumen - Understands key business drivers and market place. Able to anticipate trends. Seeks to broaden own knowledge.	N		
Flexibility – Looks for alternatives, tries new methods, learns new skills and takes on different roles.	Y	H	10